



MANAGEMENT MEMO

AMERICAN EMBASSY ANTANANARIVO



ANNOUNCEMENT NUMBER: 018/10 – HR

OPEN TO: All interested Candidates – All agencies

POSITION: Residential Security Coordinator; FSN-7, FP-07

OPENING DATE: July 12, 2010

CLOSING DATE: July 19, 2010

WORK HOURS: Part-time - 20 hours/week (with a flexible work schedule)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Antananarivo is seeking an individual for the position of Residential Security Coordinator in the Regional Security Office (RSO).

BASIC FUNCTION OF POSITION

Under the supervision of the RSO Office Manager and the Assistant Regional Security Officer, incumbent is responsible for the management of post's residential security program. S/he is the primary point of contact on all residential security matters involving RSO, GSO, Facilities Maintenance and landlords and also ensures that all residences conform to Diplomatic Security (DS) standards.

A copy of the complete position description listing all duties and responsibilities is available in the U.S. Embassy Human Resources Office. Contact ext 2332.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. High School Diploma is required;
2. Must have prior office experience;
3. Level IV (Fluent) Speaking/Writing/Reading English is required;
4. Must have or be able to obtain a general knowledge of security and related Embassy procedures;
5. Computer skills in MS Word, MS Access, and MS Excel are required. Ability to quickly learn new concepts is essential.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (OF-612) form which is available from HR Embassy office or through e-forms; **OR**

A current resume or curriculum vitae that provides the same information as on OF-612;

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. For Malagasy: A copy of the National Identity Card is required;
For Non-Nationals: Copy of the Residency/Work permits that allow the applicant to work in the country

SUBMIT APPLICATION TO

American Embassy Human Resources Office

AntananarivoEmbHRO@state.gov

P.O. Box 620

Antananarivo 101

POINT OF CONTACT

Contact: Human Resources Office

Telephone: 261 20 23 480 00 Ext 2265/2332

FAX: 261 20 22 34539

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or child who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 19, 2010.

The U.S. Mission in Antananarivo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

